

Defiance Public Library Board of Trustees
Regular Board Meeting
September 25, 2019

The Board of Trustees of Defiance Public Library met for its monthly meeting on Wednesday, September 25, 2019, at the Defiance Public Library in Defiance, Ohio; notice of said meeting pursuant to O.R.C. 121 having been posted.

President Michael Wahl called the meeting to order at 4:00 pm. In attendance were Board members: Todd Comer, Chris Korhn, Jane Yoder, Taryn Lawson and Ken Boroff. Susan Mack was absent. Staff members present: Nancy Roehrig, Elaine Talbert and Shannon McClure.

Visitors present: Judy Hasch

Judy Hasch and Nancy Roehrig reported on the activities of the Sherwood Branch and Defiance Public libraries Friends Group respectively.

The Finance Committee met on Thursday, September 12, 2019 at 12:00 pm at the Main Library for the monthly review of the library finances. Committee Chair Ken Boroff, Michael Wahl, and CFO Nancy Roehrig were present. Ken Boroff reported to the Board that the PLF was higher than expected for September. Expenses continue to run below budget because of low employee count.

Consent Agenda

Todd Comer moved and Taryn Lawson seconded the motion to approve the Consent Agenda with modification to the August Special Board meeting minutes.

- Approval of the Minutes of the July 31, 2019 Library Board meeting as presented.
- Approval of the Special Board meeting on August 19, 2019 at the Defiance Public Library with the modification that Chris Kohn was present.
- Approval of the Minutes of the August 28, 2019 Library Board meeting as presented.
- Approval of the August 2019 financial reports as reviewed by the Finance Committee and approval of the payment of bills for September 2019.
- Approval of the Fiscal Officer's Report as presented:

The Year-to-Date General Fund Activity for August 2019:

General Fund	\$ 1,787,316.11
	+ 1,516,334.18
	-1,228,619.90
	<u>\$ 2,075,030.39</u>

August PLF \$ 99,855.44

Appropriation Adjustments

- Approval of the following General Fund appropriation increases for Friends of the Defiance Public Library 2019 second half funding:

DPLFR Adult Programming Supplies	\$ 550.00
DPLFR Youth Programming Supplies	\$ 840.00
DPLFR YA Programming Supplies	\$ 25.00

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DPLFR Adult Programming Services	\$ 300.00
DPLFR Youth Programming Services	\$4,850.00
DPLFR YA Programming Services	\$ 100.00

- Approval of the following General Fund transfers:

From:	Furniture & Equipment	\$800.00
To:	SBL Maintenance Services	\$400.00
	JML Maintenance Services	\$400.00

This transfer covers the lease of and maintenance for new copiers at the branches.

From:	Administrative Salaries	\$15,000.00
	Staff Salaries	\$15,000.00
To:	Computer Services	\$30,000.00

This transfer will cover the estimated cost of IT consulting services for the rest of 2019.

Personnel

- Approval of the reassignment of Hannah Short from a 20 hour to 30 hour Youth Services Assistant position, at her current pay rate, effective September 9, 2019.
- Approval of the resignation of Emily Wells, 20 hour Johnson Memorial Library Branch Assistant, effective September 28, 2019.

Motion carried.

Items for Discussion

New Year's Eve hours for branches

December 31st falls on a Tuesday this year. Traditionally, the library system closes at noon on this day and is closed on January 1st. In order to provide patron service at Johnson Memorial Library and Sherwood Branch Library, the hours for these locations will need to be adjusted.

Chris Korhn moved and Jayne Yoder seconded a motion for the Johnson Memorial Branch Library and the Sherwood Branch Library to open at 10:00 am and close at 12:00 noon on December 31, 2019. Motion carried.

Development of a 3D printer policy was discussed, as was the Administrative office project.

The next regular meeting of the Library Board is scheduled for Wednesday, October 30, 2019 at 4:00 pm at the Sherwood Branch Library, Sherwood, Ohio.

Taryn Lawson moved and Chris Korhn seconded the motion to adjourn the meeting.

Meeting adjourned by Board President Michael Wahl at 4:35 pm.

_____, President

_____, Secretary